Suspend or resume agents: Suspension

v2.0

1

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Suspend or resume agents

Before you start

Use this service to stop an agent from acting on a client's behalf for Making Tax Digital services.

You can also remove an agent's suspension.

What you need

You can search for an agent using their:

- Agent Reference Number (ARN)
- Unique Taxpayer Reference (UTR)

Start now

2

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Search for an agent

Enter an Agent Reference Number (ARN) or Unique Taxpayer Reference (UTR)

Search

3

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Agent details

Agent Reference Number (ARN): XARN-123-4567
Unique Taxpayer Reference (UTR): 1234567890

ABC Accountants Ltd
98 High Street
Anytown
West Sussex
AA1 1AA

Status: Not suspended

Suspend this agent

Search again

2.1

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Search for an agent

Enter an Agent Reference Number (ARN) or Unique Taxpayer Reference (UTR)

Search

No results found for **'Arkadiusz Accountants Ltd'**.

Check the details you entered are correct and try again, or try another search.

4

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Why are you suspending this agent?

Select one option.

- ○ Ceased trading
- ○ Not compliant
- ○ Insolvency
- ○ Deceased
- ○ Legal entity changed
- ○ Emigrated
- ◉ Other

Continue

5

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Do you want to add a note about this suspension?

◉ Yes

Enter a note

You can enter up to 500 characters

[redacted]

○ No

Continue

6

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Check and confirm details

Agent details

Agent Reference Number (ARN): XARN-123-4567
Unique Taxpayer Reference (UTR): 1234567890

ABC Accountants Ltd
98 High Street
Anytown
West Sussex
AA1 1AA

Additional details

Reason for suspension	Deceased	Change
Notes	[redacted]	Change

Confirm and suspend agent

7

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Agent suspended

You updated the status of ABC Accountants Ltd

What this means

ABC Accountants Ltd can no longer act on behalf of clients for Making Tax Digital services.

They cannot access their agent services account while they are suspended.

Search again

Suspend or resume agents: Resume

v2.0

1

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Suspend or resume agents

Before you start

Use this service to stop an agent from acting on a client's behalf for Making Tax Digital services.

You can also remove an agent's suspension.

What you need

You can search for an agent using their:

- Agent Reference Number (ARN)
- Unique Taxpayer Reference (UTR)

Start now

2

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Search for an agent

Enter an Agent Reference Number (ARN) or Unique Taxpayer Reference (UTR)

Search

3

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Agent details

Agent Reference Number (ARN): XARN-123-4567
Unique Taxpayer Reference (UTR): 1234567890

ABC Accountants Ltd
98 High Street
Anytown
West Sussex
AA1 1AA

Status: Suspended

Remove this agent's suspension

Search again

2.1

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Search for an agent

Enter an Agent Reference Number (ARN) or Unique Taxpayer Reference (UTR)

Search

No results found for **'Arkadiusz Accountants Ltd'**.

Check the details you entered are correct and try again, or try another search.

4

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Why are you removing this agent's suspension?

Select one option.

- (●) Now compliant
- ( ) Reason 2
- ( ) Other

Continue

What options will users be able to choose from?

5

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Do you want to add a note about this removing this agent's suspension?

- ( ) Yes
- (●) No

Continue

6

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Check and confirm details

Agent details

Agent Reference Number (ARN): XARN-123-4567
Unique Taxpayer Reference (UTR): 1234567890

ABC Accountants Ltd
98 High Street
Anytown
West Sussex
AA1 1AA

Additional details

Reason for removing suspension	Now compliant	Change
Notes	No	Change

Confirm and remove suspension

7

Suspend or resume agents

HM Revenue & Customs Suspend or resume agents

Agent no longer suspended

You updated the status of ABC Accountants Ltd

What this means

ABC Accountants Ltd can now act on behalf of clients for Making Tax Digital services.

They can now access their agent services account.

Search again